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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

January 25, 2012

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2012-34

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Reminder – Proper Procedures for Maintaining Retirement Plans in LaGov HCM

Due to the increase in retirement plan codes in LaGov HCM and the similarity of some codes, agencies are reminded to pay close attention when selecting the correct plan for their employees. There has been a significant increase in the incorrect retirement plans being selected for LASERS (LAS1) and LSERS (LSE1) plans. These types of errors create reporting problems for the retirement systems and require retroactive corrections. In some cases, the employee and/or employer may owe additional retirement contributions.

Refer to the online help script "Hire Action" for the initial enrollment into a retirement plan. The plans available under the RETIREMENT INIT ENR offer are identified by text rather than codes, i.e. LASERS Eff Jan 2011 Act 992 and LSER Eff Jan 2011 Act 992. There are also instructions in the help script for the steps to follow if the employee is part-time, but remains eligible for benefits due to an exceptional situation. Both the plan code and the text for the plan name are presented in the benefit plan drop-down box on the Savings Plan infotype (0169). **After entry, always verify the plan name to the code before saving the record and refer to the help script "Create Confirmation Form" to print and substantiate enrollment in the correct retirement plan.**

Thank you for your attention to this matter.

If you have any questions, please contact a member of the OSUP WTA Unit at _DOA-OSUP-WTA@la.gov or (225):

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